

PROFESSIONAL ORCHESTRA PROGRAM - REPORTING GUIDELINES
FOR ORGANIZATIONS - MULTI-YEAR 2005-2008

YEAR 1 – 2005-2006 SEASON	ORGANIZATIONS MUST PROVIDE THE FOLLOWING:	TIMELINE
1 st installment (50%)	<ul style="list-style-type: none"> ➤ (Released automatically if January 15, 2005 reporting requirements are complete for 2003-2004). 	July 2005
2 nd installment (50%)	<ul style="list-style-type: none"> ➤ A short letter affirming the principle objectives of your current season as outlined in your current Multi-Year grant application and outlining major revisions or changes in programming or administration. 	September 2005
Final report on the 2002-2005 Multi-Year file:	<p>This last annual report closes your previous 2002-2005 Multi-Year file:</p> <ul style="list-style-type: none"> ➤ 2004-2005 Annual Report ➤ 2004-2005 Audited Financial Statements (if not already provided); ➤ Additional pertinent information on 2004-2005 season, if applicable. 	15 January 2006
2005-2006 Season update:	<p>Update on 2005-2006 season of activities:</p> <ul style="list-style-type: none"> ➤ Short description (2-3 pages) of highlights, challenges or major changes to programming and administration; ➤ Updated budget submitted on the Canada Council D2 Overall Financial Reporting form (revised projections column). 	
YEAR 2 – 2006-2007 SEASON	ORGANIZATIONS MUST PROVIDE THE FOLLOWING:	TIMELINE
1 st installment (50%)	<ul style="list-style-type: none"> ➤ (Released automatically if January 15, 2006 reporting requirements are complete). 	July 2006
2 nd installment (50%)	<ul style="list-style-type: none"> ➤ A short letter affirming the principle objectives of your current season and highlighting program revisions or changes in your administrative structure. 	September 2006
Year 1 (2005-2006) Annual Report	<ul style="list-style-type: none"> ➤ 2005-2006 Annual Report ➤ 2005-2006 Audited Financial Statements (if not already provided); ➤ Additional pertinent information on 2005-2006 season, if applicable. 	January 15, 2007
2006-2007 Season update:	<p>Update on the 2006-2007 season of activities:</p> <ul style="list-style-type: none"> ➤ Short description (2-3 pages) of highlights, challenges or major changes to programming and administration; ➤ Updated budget submitted on the Canada Council D2 Overall Financial Reporting form (revised projections column). 	
YEAR 3 – 2007-2008 SEASON	ORGANIZATIONS MUST PROVIDE THE FOLLOWING:	TIMELINE
1 st installment (50%)	<ul style="list-style-type: none"> ➤ (Released automatically if January 15, 2007 reporting requirements are complete). 	July 2007
2 nd installment (50%)	<ul style="list-style-type: none"> ➤ A short letter affirming the principle objectives of the current season and highlighting program revisions or changes in your administrative structure. 	September 2007
Final report on the 2006-2007 Multi-Year file:	<p>This last annual report closes your 2006-2007 Multi-Year file :</p> <ul style="list-style-type: none"> ➤ 2006-2007 Annual Report ➤ 2006-2007 Audited financial statements (if not already provided); ➤ Additional pertinent information on 2006-2007 season, if applicable. 	January 15, 2008
Next Multi-Year (2008-2011) Application:	<ul style="list-style-type: none"> ➤ Information on current season as per Multi-Year application requirements. 	February 1, 2008

AMOUNTS APPROVED FOR AN ORGANIZATION MAY CHANGE OVER THE MULTI-YEAR CYCLE IF:

- the company fails, in a significant way, to meet its own stated objectives or to execute its confirmed program of activities;
- the company undergoes significant changes to senior artistic and/or administrative personnel or a disruption of activities is predicted;
- the company fails to meet its financial obligations and/or the required reports are not forwarded to the Music Section in a timely fashion;
- the Music Section is unable to fulfill its funding commitments due to a reduction in its grants budget;
- the Music Section receives an increase in its grant budget or new moneys become available during the multi-year cycle.